

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070118-0

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						056	
1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - Report #5 - Analysis of Processing on Closed Accountable Cases						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)		
	LOGISTICS	X	SECURITY				
	MEDICAL		FINANCE				
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month	5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month				6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at the end of the month		
7. FORMAT (memorandum, form, computer print-out, etc.) Computer Print-Out	8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 580 <input type="checkbox"/> NO				9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px;"></div> (basic policy statement)		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH				
	389		.05		19.45		12 350.10
B. COSTS OF COMPUTER PRODUCED REPORTS							
PAGES	COST PER PAGE						
1 (Single Copy)	.05	.05	24		1.20		
4 (Multicopy)	.03	.12	24		2.88		
TOTAL COSTS PER YEAR						\$354.18	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report gives statistical picture of processing time required on high-priority cases.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.	
16. DATE OF INVENTORY						18. EXTENSION	
1 October 1970						<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION							
Security Officer/Systems Analyst							